



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 11 - 021

OPEN TO: All Interested Candidates/All Sources

POSITION: Human Resources Assistant, FSN-6; FP-8
(Salary approx. Tk. 35,000 per month)

OPENING DATE: March 30, 2011

CLOSING DATE: April 12, 2011 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **Human Resources Assistant** in the Human Resources Office (HRO).

BASIC FUNCTION: The incumbent primarily responsible for full range of Locally Employed Staff (LES) Personnel Administration duties and manages LES Performance Management program. Advises employees and supervisors regarding the procedure and/or applicability of Employee Performance Reports (EPRs). Processes annual increments (WGI) & life insurance related administrative tasks.



MAJOR DUTIES AND RESPONSIBILITIES:

1. Employee Performance Program:

Prepares annual EPR roster for each section and forwards to the section Supervisor at the beginning of calendar year. Maintains a calendar to make sure timely submission of Employee Performance Report (EPR) requests to the employees' supervisors. Notifies the Rater two months prior of the EPR due date. Sends e-mail reminders & overdue reminders to raters and their supervisors if EPRs are not received by the due date, and prepares the delinquent list for the Management Officer and the Front Office. Reviews Employee Performance Report forms and returns them to the employees' supervisors if there are discrepancies. Makes entry/update in the EPR excel data sheet upon receipt of EPR (JF-50 & WDP (JF-50A). Advises, trains and guides raters and reviewers on the EPR system and use of forms JF-50, JF-50A, JF-50B and JF-50C. Advises & guides the HRO & HR Specialist on poor performance issues in EPRs. For Needs Improvement & Unsuccessful EPRs, ensures that the employee is given a PIP (Performance Improve Plan) via JF-50B with a specific period of time to improve. Send reminders to the Rater to conduct EPR at the end of the PIP. Files completed EPRs in the Employees' Performance Folders. Provides EPR related training to American & LES supervisors & employees at least twice a year.

2. With-in Grade Increase (WGI):

Upon receipt of successful EPRs ensures preparation of WGIs for LES employees of State and other Agencies except USAID. Obtains fiscal data, appropriate signatures to send the WGI action to the Bangkok Payroll office within due dates. Scans approved WGIs and sends to Bangkok, copy to employee, and files the original in employee's personnel file.

3. LES Administrative Support and Life Insurance:

- ✚ Assists in processing annual extension actions for PSA employees. Processes miscellaneous requests for LE staff on leave restoration, leave donation, enrollment of provident fund, outside activities requests etc.
- ✚ Prepares cables for TDY allowance & benefits for Iraq & Afghanistan benefit packages. Sends Mission-wide e-mail notices regarding on-board, reassignment & promotion and separation & death of LES employees and notifies Bangkok payroll office at the same time.
- ✚ Maintains liaison with vendor (ALICO), prepares memorandum for enrollment, separation, change of beneficiary, corrections, updates and forwards an employee list to ALICO at the end of the fiscal year. Processes documentation for death claims and ensures the quick release of payments.



QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum of a three-year bachelor's degree in Business Administration or Social Science is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) English & Bangla speaking/reading is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum 3 years of progressively responsible experience in Administrative or Human Resources Management work is required.
- 4. Knowledge:** To deal effectively with people and to organize and develop own work plans etc. is required.
- 5. Skills and Abilities:** Should have good computer skills including MS Word, MS Excel, MS Access, Power Point etc.; able to type 40 words per minute. Must be tactful but effective in dealing with FSN and American employees and possess good judgment.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.



5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),
- II) A copy of Passport or Voter ID or Driver's License, and
- III) A copy of educational or trade school certificate as required.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.



2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.



A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: April 12, 2011

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.



The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO: x
FMO: x
MGT: x